



Revised

INVITATION TO BID Professional Conservation of Historic Gravestones

The Town of Hanover, acting through its Town Manager, is revising the invitation to bids for responsible and responsive parties for Professional Conservation Services in Hanover's Historic Cemeteries originally issued on March 17, 2014. The project involves the conservation treatment of 411 historic gravestones in three cemeteries in Hanover: Hanover Center Cemetery, Union Cemetery, and West Hanover Cemetery. Prevailing wage rates as determined by the Department of Labor and Industries as specified in M.G.L. Chapter 149, sections 26 to 27F inclusively apply. Bidders are required to have current OSHA training.

The date for submission has been extended Monday May 12, 2014. Sealed bids will be accepted at the Office of the Town Manager, 550 Hanover Street, Hanover MA 02339 on the approved forms until 2:00 pm local time on Monday May 12, 2014, at which time they will be opened and read aloud. A 5% bid bond or deposit is required.

All bidders must complete a Certificate of Non-Collusion, Bidder's Certification Regarding Payment of Prevailing Wages, Tax Compliance Certificate, and a Bidder's Qualification Form included in the bid package. All bid forms must be either typewritten or written in ink. All signatures must be in ink.

Specifications and proposal forms may be obtained from the Department of Municipal Inspections Planning/CPC Office 550 Hanover Street, Hanover, Massachusetts 02339 during regular business hours on or after 8:00 AM on Monday March 17, 2014. Office hours are Monday, Tuesday, Thursday, 8:00 am to 4:00 pm, Wednesday 8:00 am to 8:00 pm and Friday 8:00 am to 12:00 noon excluding legal holidays. Bid packages may also be downloaded from the Town of Hanover Website at http://www.hanoverdpw.org/Current_bids.shtml. Interested parties are advised to fully familiarize themselves with this specification and to visit the proposed job sites to fully understand the scope of work.

All work must comply with the Secretary of the Interiors Standard for the Treatment of Historic Properties. This project is funded through a grant from the Community Preservation Act for historic preservation.

The Town of Hanover reserves the right to reject any or all bids should it be deemed in the best interest of the Town to do so.

Anthony Marino
Director of Community Services

Addendums

Invitation to BID

Professional Conservation of Historic Gravestones

The follow question were submitted to the Town of Hanover

Section III, C.2.b. "Document the condition of each grave marker or footstone scheduled to receive conservation treatments and/or resetting under this contract with a survey sheet, and digital photographs prior to proceeding with any work."


Q. Is there an existing survey sheet we should use, or should we assume we will need to develop one? Can we have access to the native Excel spreadsheet used during the Preservation Plan?

A. An example survey sheet will be provided, the survey sheet should include:

- Inspection date
- Name of inspector
- Cemetery
- Name on Marker
- Death Date
- Material
- Marker Type
- Condition of Inscription
- Existing Conditions
- Conservation Strategy
- Recommended Treatment

Example Survey Sheet:

CONDITION ASSESSMENT		Inspection Date:	By:
Cemetery: Hanover Center Cemetery, Hanover, MA			
NAME ON MARKER: Abel H. Whiting			
Death Date: 10/9/1842	Material: Marble	Marker Type: Footstone	
Condition of Inscription: Traces			
EXISTING CONDITIONS		CONSERVATION STRATEGY	
Fractured Tilted		Reset Adhesive repair	
RECOMMENDED TREATMENT			
<ol style="list-style-type: none">1. Carefully excavate footstone and fragments. Brush clean and inspect for soundness.2. Clean mating surfaces and remove any failed adhesives or mortar.3. Treat all surfaces with D2 biological solution and scrub with nylon brushes. Remove lichens with wood or plastic trowels. Repeat as necessary. Rinse with water.4. Reset lower fragment plumb and aligned with adjacent markers, backfill.5. When dry, attach fragments with structural adhesive, brace and clamp until cured.6. Fill cracks and losses with ReplCal and Jahn products.7. Mist filled areas with water and cover for 2 days minimum.8. Treat filled surface areas with light acid wash and rinse thoroughly.			



- A. The conservator will not have access to the native excel spreadsheet during the preservation plan.

Section IV: SUBMITTALS (parts A through E)

Q. Does this section describe submittals that should be prepared and submitted by the Contractor once under contract? Or is the RFP asking that these submittals be provided now, with the bid, as a basis of evaluating the qualifications of the applicant?

A. Section A: Resumes and Qualifications must be submitted with the Bid and will be used to evaluate the qualifications of the applicant. Sections B-E will be submitted after the contract is awarded.

Section XII.B, GUARANTEE. "Proposals must be accompanied by a properly certified check or bid bond in the amount of 5% of the proposed bid payable to the Town of Hanover."

Q. The RFP states that a bid bond is needed; is a performance bond needed as well?

A. No, a performance bond is not needed.

Section XII.E, Prevailing Wage. "Pursuant to MGL, the contractor shall pay all personnel involved in the execution of this contract the prevailing local union wage for such activities."

Q. Can we assume that whatever the prevailing wages are at the time the contract is awarded, they will be the prevailing wages that govern for the remainder of the project, even in the event that the wage rates are raised for other, new projects?

A. Please see prevailing wages report located on the Community Preservation Commission webpage.

http://www.hanover-ma.gov/sites/hanoverma/files/file/file/20140423-054_cemetery_restoration_prevailing_wage_package.pdf

Section XIV.A.1, RULE FOR AWARD. "One contract will be awarded to the responsive and responsible bidder offering the lowest overall price for the completed project based on the Conservator's ability to complete the scope of work as outlined in this Invitation to Bid."

Q. Can you please explain what "the lowest overall price" means? Is this understood to be the "best value", taking into account the qualifications of the applicant? Or is simply the lowest number from a responsive bidder? If qualifications are factored in can you provide the weighting of the rating?

A. The meaning of "lowest overall price" is the best value taking into account the qualifications, quality of workmanship and professional references. All Bids submitted are subject to the town's approval.

If qualifications are going to be considered, can you please explain the proposal evaluation criteria? For example, is there a point system, in which points are awarded to different aspects of the applicant's proposal based on a rubric? Or is 100% of the award based solely on the price?

Q. Does the conservator need to be the prime contractor? Or, could the prime contractor be the stone craftsmen, with the conservator subcontracted to assess, supervise, direct and document the work? Is there a requirement regarding how much of the time the Conservator must be on-site while work is occurring?

A. The conservator will be contracted as the prime contractor. The chosen conservator will be required onsite 90% of scheduled working hours, supervising all work.

Q. Several items in the assessment document are listed as options without definitive direction, such as "Replace?" How are we to bid these and provide a competitive price? Should we assume the lowest cost option?

A. Please see the *2010 Hanover Cemeteries Preservation Plan* Appendices C: Gravestone Assessment. Assume the lowest and appropriate conservancy cost option.

Q. Is there a map indicating the location of the stones to be treated and tying the spreadsheet assessment to the locations? The spreadsheet cites cemetery locations; can we have access to that map?

A. A map showing the location of headstones to be treated is available in the Hanover Planning Office during regular business hours.

Q. Are there limits on working hours? Do we have to stop work during burials? If so, how much notice will we have?

A. Work will be limited to the hours of 7:00 am to 3:00 pm. Work will be stopped during scheduled burials. It will be the responsibility of the conservator to contact the Department of Public Works for a daily updated burial schedule.

Q. Can we stage a trailer at the site?

A. No trailers will be allowed on site.

Q. Are water and electricity available and, if so, where?

A. Electricity will not be available to conservator. Water is available in the Center Cemetery from spigot located throughout the property.

Q. Are there publically accessible restrooms or will we need to stage a portable john?

A. Yes, the conservator will have access to restrooms in the Center Cemetery.

Q. What are the individual stones in need of repair?

A. Stones in need of repair are listed in the *2010 Hanover Cemeteries Preservation Plan* Appendices C: Gravestone Assessment. The purpose of this project is to restore markers, identified in the *2010 Hanover Cemeteries Preservation Plan*, as sections A-G in the Hanover Center Cemetery, sections A & B in the Union/ Assinippi Cemetery and 14(fourteen) stones in West Hanover/ Darling Cemetery. All documents can be found as links on the Hanover Community Preservation Committee webpage.

Q. How many stones have been repaired? (Phase 1 2012)

A. Phase 1 of the Hanover Cemeteries Preservation Plan was completed in 2012. Phase 1 repaired 142 stones. Also identified as Old Sections 1, 2, and 3 in the Center Cemetery in the *2010 Hanover Cemeteries Preservation Plan*.

Q. What cemetery or cemeteries was the work completed in?

A. Phase 1 work was completed in the Hanover Center Cemetery.

Q. Can BRAND name products be replaced with equal products?

A. Equal products will have to gain written approval within the submittal process by the town. The conservator shall provide a written description, including evidence of successful use of comparable projects.

Q. How much CPC funding is still available for this project?

A. The project will be funded through a variety of sources. The amount has not yet been determined.

Q. Must Conservators have graduate degree in Conservation? Will 20 + years' experience considered? If there is proof and references supporting the competence of the bidder and staff in historic cemetery restoration work?

A. Qualified bidders must provide the following:

- Qualified Conservators must have obtained a graduate degree in Conservation or a closely related field of study with a certificate in Conservation.
- Conservators must show 5 examples of projects with at least seven [7] years of experience with each category of work, including resetting marble and slate stones to base, building new bases, repairing fractures and delaminating in marble and slate, excavating and inspection for lost pieces and fragments of stones, and cleaning as needed.

- Conservators must have a minimum of three (3) years of full-time professional experience applying the theories, methods, and practices of Conservation that enables professional judgments to be made about the identification, evaluation, documentation, or treatment of objects associated with historic and prehistoric properties in the United States and its Territories; and the products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.
- Five (5) examples of projects similar in scope and importance to the work at Hanover Historic Cemeteries. *All work must comply with the Secretary of the Interiors Standard for the Treatment of Historic Properties.* This project is funded through a grant from the Community Preservation Act for historic preservation.
- Conservators shall provide prior project references including name and date of execution of each project with details of types of stones treated [marble, slate, etc.] and type of treatment [resetting, cleaning, repairing fragments, etc.] as well as the names and telephone numbers of references for each of the five projects.

Q. Would it be possible to review prior bid?

A. Phase 1 Bid is available in the Hanover Planning Office during normal business hours.

Please replace bidder qualification form with the following:

BIDDER'S QUALIFICATION FORM – See Page 9 Section IV: SUBMITTALS, RESUMES AND QUALIFICATIONS

Please attach additional pages as needed

Please attach additional pages as needed

- 1) Name of Bidder:
2. Permanent Main Office Address:
3. When Incorporated (If Applicable):
4. Where Incorporated (If Applicable):
5. How many years have you been engaged in the contracting business under your present firm name:
6. Educational in Conservation or closely related field:

Undergraduate:

Graduate:
7. Conservation Certifications:
8. Years of experience in Conservation field:
9. Contracts on Hand: (Type of project, client, gross amount, estimated completion date):

A)

B)

C)
10. Please list 5 (five) projects similar to the work of this contract, recently completed by your company, stating the name, address and telephone number of the owner, name and location of similar project, approximate cost for each, and time period of contract performance (month and year started/month and year completed).

1)

2)

3)

4)

5)

10. Please list 5 references which will provide and attest to quality of contracted work. Please provide contact information for each.

1.

2.

3.

4.

5.

11. Please list each individual either Conservation Technicians or Stone Craftsmen who will be executing treatments on stones (Please include year of experience)

Name

Years of Experience

12. General character of work performed by your company:

13. Have you ever failed to complete any work awarded to you?

Yes: _____ No: _____

If yes, where, when and why:

14. Have you ever defaulted on a contract?

Yes: _____ No: _____

If yes, where, when and why:

15. With what banks do you do business?

16. Do you grant the Awarding Authority permission to contact this (these) institution(s)?

Yes: _____ No: _____

Dated at _____ this ____ day of _____

Name of Bidder

By (Signature) _____

By (Printed) _____

Title _____

Please Replace Section XVII with the following BID FORM:

BID FORM

To: Town Manager
Town of Hanover
550 Hanover Street
Hanover, MA 02339-1693

The undersigned hereby proposes to supply all labor, superintendence, machinery, equipment, materials, trucking, and tools to perform the work of Professional Conservation Services in Hanover's Historic Cemeteries in accordance with the Town's specifications listed above. In submitting a bid, the undersigned acknowledges he/she fully understands the project and the existing conditions, and has reviewed and understands any addenda related to this project posted on the Town of Hanover website (www.hanover-ma.gov).

The Town of Hanover shall receive sealed bids at the office of the Town Manager, 550 Hanover Street, Hanover MA 02339 until 2:00 pm local time on Monday May 19, 2014 at which time they will be opened and read aloud. All bid forms must be either typewritten or written in ink. **All signatures must be in ink.** The Town of Hanover is tax exempt. Bid prices shall be considered firm for thirty (30) days from the date of opening. Please indicate Bid price numerically and in writing.

Contract will be awarded based on the rule for award listed in this specification.

BID Amount: _____

Bid Amount: _____

By: _____

Company

Signature

Address

Print Name

Address

Title

Date

Telephone

The Town of Hanover reserves the right to reject any and all bids should it be deemed in the best interest of the Town to do so. All bidders must complete the attached Certificate of Non-Collusion, Bidder's Certification Regarding Payment of Prevailing Wages, Tax Compliance Certificate, and Bidder's Qualification Form. In addition bids must contain a 5% bid bond, and list of equipment intended for use in servicing this contract.